



LANDLORD EVICTION INSTRUCTIONS

Landlords, in order to process the Eviction, please follow these instructions:

1. Fill in and Print out the appropriate Notice Form.
2. Provide name(s) of tenant(s) to be evicted and the complete physical address, including apartment numbers, building numbers, etc.
 - a. Non-payment notices - In space allowed, include the total rent due and other fees if your lease allows for this.
 - b. Breach of Lease - In space allowed, list specific instances of the breach.
3. Landlord or Agent, must sign the form. Please include your mailing address, phone number(s) and email address.
4. Bring the completed Notice form to Incline Justice Court. The filing fee of \$60 needs to be paid at the time of filing the Notice. Checks may be made out to "Incline Justice Court".
5. The Process Server will serve the Eviction, which is based on their set service fees. Please contact the Process Server directly for their fee schedule.
6. All Evictions forms are "Five Day Notices" which entitles the tenant to a hearing. The tenant should file an "Answer and Declaration of Tenant" with this Court between the time of service and the hearing.
7. Hearing dates are set at the time of filing. Hearings dates are set for the following Tuesday at 10:30, allowing for five business days. For example, if a Notice is filed by noon on a Monday (absent holidays), the hearing will be scheduled for Tuesday of the following week. Otherwise, the hearing will be scheduled for the following Tuesday (2 weeks out). The Landlord or Agent must appear or the case will be dismissed.
8. Before receiving the "Order of Eviction" (aka a "Lock Out" order), the Landlord or Agent must file a "Landlord's Affidavit" with the Court (no filing fee). The Order of Eviction fee is \$6.00. This must be done in person. Arrangements must be made with law enforcement (e.g., the Washoe County Sheriff or the Incline Constable) and a Locksmith to have the locks changed. Contact the law enforcement agency and your Locksmith for fees.
9. Please advise the Court Clerk should the case be settled with the Tenant prior to the Court hearing.